FINANCE MANAGER

Clallam Transit System

Port Angeles, Washington (11/22/2017)

$ 72,330 - $ 97,275

Plus Excellent Benefits

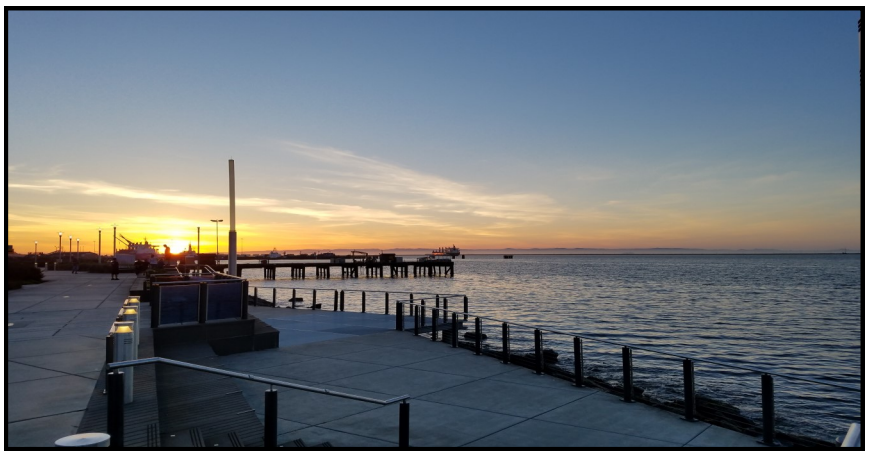
First Review of Applicants Scheduled

December 8, 2017

THE CAREER OPPORTUNITY

Under the general direction of the General Manager, the Finance Manager directs the finance, audit, and budget functions for Clallam Transit System (CTS) and serves as a cooperative member of the CTS management team.

The Finance Manager directs, plans, develops, organizes, coordinates, and evaluates CTS's financial accounting and reporting, grants management, payroll, investments, accounts payable and receivable, internal and external auditing, internal control, revenue collection, and budget development. This position also develops short and long-term financial needs and goals, and provides supervision, mentorship, training, and evaluation of an Accountant, Procurement Specialist, and Accounting Support Specialist.



THE LOCATION

Situated on the incredible Olympic Peninsula in Washington State, with an incredible view of the Olympic Mountain Range from our parking lot and a service area that passes through various points of the Olympic National Park and along the shores of the Straits of Juan de Fuca; Port Angeles and its surrounding communities offer music, arts, entertainment, food, recreational sports and organizations, and family-friendly activities for everyone.

For those who enjoy "staycations," the possibilities are tremendous. Beautiful Victoria, B.C., Canada is a 1-hour ferry ride across the Straits of Juan de Fuca. Cape Flattery, the most northwestern point in the continental United States, is only 90 minutes west, on the historic Makah Indian Reservation. Still searching for more locations to explore, head west to the small community of Forks, home of the "Twilight" saga, or LaPush, home of the Quileute Nation and neighbor to the Pacific Ocean. East of Port Angeles is Sequim, renowned as the sunbelt of the peninsula and for its vast lavender fields. If travel desires seek the lights of a metropolitan area, board the CTS Strait Shot transit route to the Bainbridge Island Ferry Terminal that docks in downtown Seattle. For a region that offers so much, who wouldn't want to call this vacation destination "Home."

HOW TO APPLY

Clallam Transit System is an Equal Opportunity Employer and strongly encourages all qualified candidates to apply. In order to be considered for this position, qualified applicants must email the following to **jobs@clallamtransit.com.** and reference recruitment no. FM-112017.

- **Cover letter**
- **Resume**
- **CTS Employment Application**
- **CTS Supplemental Questions**

For complete position details and application forms, please visit: **http://clallamtransit.com/About-Us/Employment-Opportunities.**

This recruitment is open until filled; however, **a first review of the available applicant pool is scheduled for DECEMBER 8, 2017.**

THE ORGANIZATION

Created in 1979 as a Public Transportation Benefit Area, CTS has grown to provide services to customers throughout Clallam County in Washington State. In June 2017, CTS launched its new out-of-boundary service from Port Angeles to the Bainbridge Island Ferry Terminal.

As a municipal corporation, CTS provides the following services: fixed-route bus, dial-a-ride, deviated route, vanpool, Americans with Disabilities Act (ADA) paratransit for eligible persons and for seniors 80 years and over.

Our organization currently employs over 100 employees, including represented and non-represented employees with a 2017 operating budget of $8.7 million and $1.4 million capital project budget.

CTS's service areas include 1,753 square miles inclusive of three incorporated cities (Port Angeles, Sequim, and Forks). There are 5 rural routes, 6 urban routes within Sequim and Port Angeles, and 2 intercity routes between Forks and Port Angeles and Sequim and Port Angeles, and 1 regional route between Clallam County and Puget Sound. The fleet consists of 32 fixed route vehicles, 22 paratransit vehicles, 13 service/support vehicles, and 33 vanpool vans.

THE BENEFITS

If the region and the opportunity are not enough to entice qualified applicants to apply, then please review the generous benefits package CTS offers, including:

- 100% employer-paid medical for employee with coverage available for qualifying dependents through employee-paid premiums;
- 100% employer-paid dental for employee;
- Basic life and long-term disability insurances with option to purchase additional coverages;
- Public Employees Retirement System (PERS) pension enrollment with employer and employee contributions;
- CTS Supplemental Post-Employment Healthcare Benefit Program;
- HRA-VEBA enrollment with employer/employee contributions;
- General Leave accruals;
- Relocation expenses;
- 10 paid holidays plus 8 hours annual personal holiday leave;
- $200/$400 CTS Wellness Program annual reimbursement for employee/family;
- $75 Sunglasses expense annual reimbursement;
- Free CTS bus passes for employee and qualifying dependents;
- Optional 457 enrollment; and
- Optional enrollment in Flexible Savings Accounts (Section 125) for healthcare and dependent care.

Clallam Transit System
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www.clallamtransit.com

(360) 452-1315
1-800-858-3747 WA
FAX (360) 452-1316
Passenger Assistance:
(360) 452-4511

POSITION DESCRIPTION FORM

POSITION INFORMATION				
Position Title	**FINANCE MANAGER**			
Location/Base	Port Angeles, Washington			
Reports To Position	General Manager			
Action		Establishment	**Effective Date**	11/20/2017
	XX	Update/Revision		

EMPLOYMENT and PAY STATUS			
FLSA Exemption Status		**Covered By Labor Agreement**	
XX	NOT eligible for overtime compensation.		Yes – position is represented.
	ELIGIBLE for overtime compensation.	XX	No – position is non-represented and is at-will.
Pay Range: 2		**Annual Salary: $72,330 – $97,275**	

POSITION SUMMARY

Under the general direction of the General Manager, this position directs the finance, audit, and budget functions for Clallam Transit System (CTS). The Finance Manager directs, plans, develops, organizes, coordinates, and evaluates CTS's financial accounting and reporting, grants management, payroll, investments, accounts payable and receivable, internal and external auditing, internal control, revenue collection, and budget development. This position also develops short and long-term financial needs and goals, and provides supervision, mentorship, training, and evaluation of assigned personnel.

ESSENTIAL FUNCTIONS

The following list of characteristic duties is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; only a representative summary of the primary duties and responsibilities.

- Works with and assists General Manager and other administrators in setting and achieving CTS goals; participates in developing policies; plans, develops, and implements financial policies, procedures, programs, and rules to ensure CTS operates according to legal, Board and administrative guidelines.
- Prepares and maintains the monthly fiscal records and reports including statement of revenue and expense; capital asset values, federal, state and other grant reimbursement claims; statement of net position; reports related to sales tax, investment funds, grant status, and other areas as requested.
- Prepares and submits the monthly, periodic and annual financial statements, and reports required by state and federal agencies; assures conformance to established timelines, formats and other requirements.
- Prepares, analyzes, reviews, maintains, and distributes comprehensive cost estimates, lease agreements, contracts, grant applications, financial plans, recommendations, records, reports, statements, budgets, statistics, and other financial documentation for CTS use and as requested by local, state and federal agencies.

- Analyzes and evaluates statistics, data, and reports, makes projections and identifies trends in support of efficient operation; formulates methods to improve finances, develop recommendations concerning the CTS's financial position; attends Board and management meetings as requested to present and explain financial reports and issues.

- Establishes direction of assigned department, ensuring conformance to the CTS's mission, goals, policies, and objectives.

- Ensures proper accounting in accordance with established fiscal policies, state, and federal laws and regulations, and Generally Accepted Accounting Principles (GAAP). Ensures the accurate maintenance of the general and subsidiary ledgers; ensures that journal entries are prepared and adjusted as required.

- Monitors, reviews, and approves documentation related to payroll, accounts payable, accounts receivable, bank reconciliations, and inventory. Monitors cash accounts and transfers funds between checking and investment accounts; monitors and evaluates fixed asset accounts.

- Plans, develops, and administers CTS's budget; prepares revenue projections, and consolidates all department budgets; coordinates the development of the CTS's annual capital and operating budgets, and long-range financials; monitors and approves expenditures; adjusts budgets in accordance with principles of sound fiscal management; monitors monthly budget data for all departments; confers with managers regarding anticipated expenditures, expenses charged to various accounts, capital purchases, grant expenditures, and other fiscal issues.

- Provides financial oversight to approved grant funds.

- Monitors CTS's purchasing function, ensuring cost-effective procurement of goods and services within policy guidelines and legal requirements; monitors preparation of complex bid specifications and award criteria; administers and monitors contract compliance; reviews and revises procurement guidelines as necessary.

- Serves as CTS's Disadvantaged Business Enterprise (DBE) Officer and ensures compliance with federal regulations related to DBEs.

- Oversees all financial functions of the vanpool program.

- Selects, orients, and trains assigned personnel. Provides leadership, supervision, advice, counsel, discipline and evaluates the performance of assigned personnel; assigns work schedules and adjusts workload; makes final recommendations regarding termination; and recommends staff training and development in the areas of assignment.

- Assists with CTS community relations; attends, chairs and conducts a variety of meetings; serves on committees; makes oral presentations at meetings, conference and other events as needed.

- In the absence of the General Manager, on the condition that neither the Operations and Planning Manager or the Maintenance Manager are available, may be delegated authority in his/her absence.

- Assumes assigned role in an emergency response incident and follows responsibilities outlined CTS Emergency Preparedness and Security Plan or as otherwise directed by emergency response personnel.

- Participates in contractual labor negotiations and serves as a key management representative of the Labor

Relations Committee.

- Conducts duties professionally and with the highest ethical standards and exercises discretion of confidential information.
- Develops and maintains harmonious and cooperative working relationships with CTS personnel.
- Performs other duties as required.

REQUIRED QUALIFICATIONS

Education and Experience

- Bachelor's degree in finance, accounting or closely related field; **and**
- 5 years of increasingly responsible professional-level management experience in governmental accounting, finance and comprehensive budget development including 2 years in a supervisory capacity; **or**
- Master's degree in closely related field may be substituted for up to 2 years of professional-level management experience.

Licensures/Certifications

- Valid Washington State Driver's License.

Knowledge of/Competencies

- Generally Accepted Accounting Principles (GAAP)
- Budgeting, Accounting, and Reporting System (BARS).
- Governmental Accounting Standards Board (GASB) pronouncements.
- Accounting, finance, and business acumen.
- Sound financial management policies.
- Purchasing, bidding, and other procurement processes.
- Business law and contract administration.
- Prepare and analyze financial statements, budgets, reimbursement claims and other fiscal reports and documents.
- Plan, organize, coordinate, manage, control, review, monitor, and evaluate the assigned functions, including accounting, budgeting, purchasing, inventory control and long-range planning, and grants.
- Develop and implement effective department goals, objectives, policies, procedures, work plans, timelines, programs, and services.
- Analyze impacts of new legislation on CTS policies, develop or modify policies and programs as required, and communicate to stakeholders.
- Perform professional accounting work in a public sector municipal corporation.
- Consolidate, develop, prepare, administer, and monitor departmental budgets.
- Learn public transit financial and compliance reporting requirements for the Federal Transit Administration (FTA) and the Washington State Department of Transportation (WSDOT).
- Coordinate and manage the financial aspects of major acquisition projects.
- Preserve the integrity of CTS's accounting systems and information.
- Train, assign, schedule, supervise, motivate, counsel and evaluate the performance of assigned personnel.
- Communicate clearly and effectively both orally and in writing.
- Prepare and deliver informational and persuasive oral and written presentations before large and small, internal and external groups.
- Establish and maintain working relationships with local, regional, state, and federal agencies involved in public finance.

- Establish and maintain effective and cooperative working relationships with all levels of CTS staff, representatives of local, state, and federal agencies, elected officials and the public.
- Learn rapidly and quickly the activities, policies, and procedures of CTS and of all applicable local, state, and federal laws, regulations, and procedures.
- Proficient in use of technology and MS Office Suite applications.
- Perform all duties and functions with a minimum of referral to others or the General Manager and to perform all tasks in a timely, efficient, and effective manner.
- Promote cooperation in complex organization relations and function in a team management environment.
- Understand and accept the position as professional in nature.
- Exercise confidentially as required.
- Follow safe work practices and identify occupational hazards.

DESIRED QUALIFICATIONS

- Transit/transportation finance experience.
- Professional finance or accounting certification.

PHYSICAL DEMANDS

- ~85% of time is spent sitting at a workstation in a standard office setting and ~15% of time is spent walking between work stations.
- Occasional lifting of up to 15 pounds may be necessary.
- Visually able to read normal and fine print.
- Hear to receive information and speak clearly and distinctly to provide information over a telephone, in person or in a group presentation.
- Must be able to remember essential information and concentrate for long periods of time.
- Must sit in meetings or at a desk or computer for extended periods of time.
- Frequent keyboarding and telephone use.
- Able to converse and listen at ordinary sound levels.

WORKING CONDITIONS

- Designated as at-will employment.
- Satisfactorily complete a 6-month review period.
- Must satisfactorily pass a background check, including criminal history and credit, as determined by CTS.
- Not covered by the labor agreements by and between Clallam Transit System and Amalgamated Transit Union Local 587.
- Position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

APPROVAL

Supervisor/Department Manager Melinda Smithson	Date 11/22/17
Human Resources Administrator Gina Monger	Date 11.22.2017
General Manager Kevin Gallacci	Date 11/22/17

Clallam Transit System
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FINANCE MANAGER SUPPLEMENTAL QUESTIONS

FM-112017

CANDIDATE NAME: _____

To better understand your interest in this employment opportunity with Clallam Transit System, in addition to obtaining further examples your communication skills, please answer the following questions and limit your responses to no more than 1 page per question.

1. If this was your only opportunity to be considered for this position, what would you want Clallam Transit System to know about you? In your answer and at a minimum, please explain your reasons for applying for this position and how this opportunity will promote your short- and/or long-term goals.

2. Please describe your professional accounting, finance, and budgeting experience in a publicly-funded organization.